

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
PARTNERSHIP OFFICE
23 Royce Circle**

THURSDAY, APRIL 28, 2016

3:00 PM

MINUTES

Present: Chair Tom Callahan, Harry Birkenruth, Mona Friedland, Matt Hart, and Paul Shapiro

Staff: Cynthia van Zelm

1. Call to Order

Chair Tom Callahan called the meeting to order at 3:10 pm.

2. Approval of Finance and Administration Committee Minutes from February 25, 2016 and March 24, 2016

There was no quorum to approve the minutes.

3. Review of Executive Director Compensation

Mr. Callahan said the Partnership Executive Committee reviewed Executive Director Cynthia van Zelm's performance and she received a good evaluation.

Ms. van Zelm left the room while the Committee discussed her compensation for the next fiscal year.

Upon her return, Ms. van Zelm made a recommendation for compensation for the FY2016-2017 budget for Special Projects and Communications Manager Kathleen Paterson.

The Committee will recommend to the Board of Directors that Ms. van Zelm receive a three percent salary increase and a one-time stipend equal to two percent; and Ms. Paterson receive a two and a half percent increase and a one-time bonus of \$500.

With these changes to the FY2016-2017 budget, the Committee endorsed the budget and recommended it to the Board of Directors for its approval.

4. Review of March 31, 2016 Operating Financials; Transit Services Fund; and 270 Fund (events)

Mr. Callahan said his goal is that the Committee have a clear understanding of expenses and revenues where the Partnership has oversight including the Nash-Zimmer Transportation Center operations, and events.

Ms. van Zelm reviewed the March 31, 2016 operating budget quarterly report and said there were no significant changes.

Mr. Callahan noted that the Transit Services Fund is showing the value of the Nash-Zimmer Transportation Center, and depreciation of which the Partnership is not responsible. He noted that for the purposes of the Partnership's review, the Committee only needs to see the operations' revenues and expenses.

Matt Hart suggested that he and Ms. van Zelm discuss the best reporting method with the Finance Dept. staff.

Ms. van Zelm reviewed the events that are accounted for in the Town's 270 fund including the Festival, Summer Concerts, Movies, etc.

Mr. Callahan noted the fund balance in the Festival account and suggested that the funding might be deployed in a way that helps to pay for staffing of that event.

Mr. Hart said the Town's 270 funds are for recurring items such as events that are not supported by tax dollars.

Mr. Callahan asked if the 270 funds for Partnership events can be shown in the Partnership's operating budget.

Mona Friedland said she would like to see the budget and actuals for events.

Mr. Hart and Ms. van Zelm will also discuss the 270 fund with the Finance Dept. staff.

Mr. Callahan said that ideally he would like to see an updated reporting process in the new fiscal year (July 1).

5. Adjourn

The meeting adjourned at 3:55 pm.

Minutes taken by Cynthia van Zelm